

Instructions

- 1. Read the *IAQ*Backgrounder and the Background Information for this checklist.
- 2. Keep the
 Background
 Information and
 make a copy of
 the checklist for
 future reference.
- 3. Complete the Checklist.
 - Check the "yes,"
 "no," or
 "not applicable"
 box beside each
 item. (A "no"
 response requires
 further attention.)
 - Make comments in the "Notes" section as necessary.
- 4. Return the checklist portion of this document to the IAQ Coordinator.

Building and Grounds Maintenance Checklist

Na	nme:			
Sc	hool:			
Ro	oom or Area: Date Completed:			
Sig	gnature:			
1.	BUILDING MAINTENANCE SUPPLIES			
1a.	Developed appropriate procedures and stocked supplies for spill control		No □	N/A
	Reviewed supply labels			_
	Ensured that air from chemical and trash storage areas vents to the outdoors		_	_
1d.	Stored chemical products and supplies in sealed, clearly labeled			
	containers			
	Researched and selected the safest products available	⊔		
	Ensured that supplies are being used according to manufacturers' instructions	🗖		
1g.	Ensured that chemicals, chemical-containing wastes, and containers are			
1h.	disposed of according to manufacturers' instructions			
1i.	Scheduled work involving odorous or hazardous chemicals for periods when the school is unoccupied			
1j.	Ventilated affected areas during and after the use of odorous or	•	_	_
J *	hazardous chemicals	🗖		
2.	GROUNDS MAINTENANCE SUPPLIES			
2a.	Stored grounds maintenance supplies in appropriate area(s)	🗖		
2b.	Ensured that supplies are used and stored according to manufacturers' instructions	🗖		
2c.	Established and followed procedures to minimize exposure to fumes from supplies	🗖		
2d.	Reviewed and followed manufacturers' guidelines for maintenance			
2e.	Replaced portable gas cans with low-emission cans	🗖		
2f.	Stored chemical products and supplies in sealed, clearly-labeled containers	🗖		
2g.	Ensured that chemicals, chemical-containing wastes, and containers are disposed of according to manufacturers' instructions	🗖		
3.	DUST CONTROL			
3a	Installed and maintained barrier mats for entrances	🗀		
	Used high efficiency vacuum bags			

3c. Used proper dusting techniques

3d. Wrapped feather dusters with a dust cloth

3e. Cleaned air return grilles and air supply vents□

4.	FLOOR CLEANING Yes	No	N/A	
4b.	Established and followed schedule for vacuuming and mopping floors			
5.	DRAIN TRAPS			
5b.	Poured water down floor drains once per week (about 1 quart of water) Ran water in sinks at least once per week (about 2 cups of water)			
5c.	Flushed toilets once each week (if not used regularly)			
6.	MOISTURE, LEAKS, AND SPILLS			
	Checked for moldy odors			
6b.	Inspected ceiling tiles, floors, and walls for leaks or discoloration (may indicate periodic leaks)			
	Checked areas where moisture is commonly generated (e.g., kitchens, locker rooms, and bathrooms)			
6d.	Checked that windows, windowsills, and window frames are free of condensate			
	Checked that indoor surfaces of exterior walls and cold water pipes are free of condensate			
6f.	Ensured the following areas are free from signs of leaks and water damage: Indoor areas near known roof or wall leaks			
	Walls around leaky or broken windows.			
	Floors and ceilings under plumbing			
	Duct interiors near humidifiers, cooling coils, and outdoor air intakes \Box			
7.	COMBUSTION APPLIANCES			
7a.	Checked for odors from combustion appliances			
7b.	Checked appliances for backdrafting (using chemical smoke) \Box			
	Inspected exhaust components for leaks, disconnections, or deterioration \square			
7d.	Inspected flue components for corrosion and soot			
8.	PEST CONTROL			
8a.	Completed the Integrated Pest Management Checklist			

NOTES